



**Tufts Medical Center
Lemuel Shattuck Hospital**



Transitional Year Residency Program

Hand Off Communication / Transition of Care Guidelines

Purpose

To define Residency Program standard for meeting National Patient Safety Goals. Refer to attached Hand Off Communication Hospital Policy No. III.50.

The purpose of the standard is to provide accurate information about a patient's care, treatment and services, current condition and any recent or anticipated changes. The information communicated during hand off must be interactive and accurate.

Guidelines

While On-Call

1. Leaving House Staff will provide a verbal and hand off document to the on-call House Staff and Sr. Medical Resident. The document should contain pertinent information about current treatment and condition as well as any recent or anticipated changes, the document should include a brief up to date medical history, up to date medications list and any anticipated event that would require monitoring or intervention during the on-call period. The information will be provided within a timeframe sufficient for the receiving house staff to review the information and request any additional information needed.
2. The on-call House Staff will enter a progress note in the patient electronic medical record to reflect any intervention or event during the on-call period.

Discharges/Transfers

1. The House Staff should call the receiving medical care provider at the facility/service where the patient is being discharged/transferred to and provide all necessary up to date medical information.
2. The House Staff should complete a discharge summary/transfer note including medication reconciliation sheet to be sent with the patient.
3. House Staff to enter an order of transfer / discharge in the Physician Order book / Electronic Medical Record (EMR).